

Early Years @ Lightcliffe

Charity number 1037861

Annual Report and Financial Statements for the year ended 31 August 2021



early years
@ Lightcliffe



West Yorkshire Community Accounting Service

Early Years @ Lightcliffe

Annual Report and Financial Statements for the year ended 31 August 2021

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Prepared by West Yorkshire Community Accounting Service

Early Years @ Lightcliffe

Trustees' report for the year ended 31 August 2021

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Katy Taylor	Chair	
Emma Szyczak	Secretary	
Sarah Hey	Treasurer	
Kim Lambert		
Carly Durrans		
Laura Midgley		Resigned March 2021
Kimberley Szyczak		

Charity number

The charity was registered with the Charity Commission for England and Wales, number 1037861, on 23 May 1994.

Principal address

Christ Church Centre Lightcliffe
Leeds Road
Lightcliffe
Halifax
HX3 8NU

Bankers

Unity Trust Bank
Nine Brindley Place
Birmingham
B1 2HB

Independent examiner

Helen Galvin FCCA

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is governed by a constitution adopted on 27 October 1993, amended on 2 April 2007 and 18 January 2012.

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by the members at the AGM.

Early Years @ Lightcliffe

Trustees' report (continued) for the year ended 31 August 2021

Objectives and activities

The charity's objects

To enhance the development and education of children primarily under statutory age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- (a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;
- (b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
- (c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

The charity's main activities

To provide for children aged 2 to 5 Pre-school education and an after school club.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular raising the standard of education for local children.

Achievements and performance

We have continued to expand the provision, taking on more families, and extending the space available via redecorating and equipping an additional room.

Financial review

The net receipts for the year were £34,494, including net receipts of £29,449 on unrestricted funds and net receipts of £5,045 on restricted funds.

At the time of signing these accounts the charity has been impacted by the global Covid-19 virus. The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to meet its liabilities as they fall due.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £51,782.

The financial security of Early Years@Lightcliffe is important, therefore money will be kept in reserve for unforeseen circumstances. We aim to maintain a level of reserves to assist us if income falls below expected levels or to assist our recovery should we encounter a business disaster.

We need reserves in order to:

Meet redundancy liabilities should the pre-school have to close

Ensure there are sufficient cash reserves in the current account to cover day to day running costs for a period of one month, with an aim to increase this to three months.

Ensure continuity of service provision

Replace equipment as it wears out and carry out necessary building upgrades/maintenance.

Based on the above we have calculated that our reserves should be between £36,700 and £69,300.

This policy will be reviewed on an annual basis.

Signed on behalf of the board of trustees on 16/3/2022

Sarah Hey (Trustee)

Early Years @ Lightcliffe

Independent examiner's report to the trustees of Early Years @ Lightcliffe

I report to the charity trustees on my examination of the accounts of the Trust for the year ended 31 August 2021, which are set out on pages 5 to 9.

Responsibilities and basis of report

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- 2 the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:  Name: Helen Galvin FCCA

28/3/2022

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Early Years @ Lightcliffe
Receipts and payments account
for the year ended 31 August 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Receipts					
Grants	(2)	5,000	97,884	102,884	90,451
Fees		98,207	-	98,207	68,316
Fundraising		1,474	451	1,925	3,536
Rental income		5,277	-	5,277	588
Bank interest		-	-	-	144
Other income		395	-	395	-
Total receipts		110,353	98,335	208,688	163,035
Payments					
Salaries and NI	(3)	40,922	76,192	117,114	100,573
Casual staff		342	513	855	83
Payroll fees		372	558	930	1,310
Purchase of building		-	-	-	120,000
Rent		-	-	-	12,633
Educational materials, activities and trips		700	2,277	2,977	2,286
Food		1,511	2,266	3,777	2,672
Stationery and administration fees		1,094	1,641	2,735	1,210
Telephone		364	547	911	863
Accountancy and independent examination		268	403	671	611
Training		176	265	441	430
Uniforms		12	19	31	94
Advertising		124	186	310	-
Repairs and maintenance		11,997	451	12,448	872
Fundraising expenses		202	-	202	135
Bank charges		262	-	262	231
Grant repayment		-	-	-	281
Computer consumables		132	199	331	-
Toddler expenses		61	92	153	-
Cleaning		418	626	1,044	335
Equipment		355	532	887	679
Membership and subscriptions		128	191	319	742
Legal and professional fees		-	-	-	17,013
DBS checks		-	-	-	149
Insurance		1,048	1,571	2,619	1,741
Mortgage interest repayments		12,376	-	12,376	1,038
Mortgage capital repayments		4,866	-	4,866	-
Utilities		3,174	4,761	7,935	196
Total payments		80,904	93,290	174,194	266,177
Net receipts / (payments)		29,449	5,045	34,494	(103,142)
Fund balances brought forward		22,333	12,910	35,243	138,385
Fund balances carried forward	(4)	51,782	17,955	69,737	35,243

Early Years @ Lightcliffe

Statement of assets and liabilities as at 31 August 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	51,770	17,955	69,725	35,231
Cash in hand	12	-	12	12
Total cash funds	<u>51,782</u>	<u>17,955</u>	<u>69,737</u>	<u>35,243</u>

Other monetary assets

Fees outstanding at the year end	£
	<u>3,546</u>

Assets retained for the charity's own use

Christ Church Centre Building (Purchased June 2020 £400,000)

Computer and printer

Desk and office chairs

Dehumidifier

2 Filing cabinets

Laminator

3 Display boards

Various storage containers

Writers retreat shed

Television and storage unit

Various toys and other play equipment

Liabilities

	£
CMBC - Autumn term funding received in advance	17,955
Independent examination	720
NEST pension	329
HMRC	<u>1,594</u>
	<u>20,598</u>

Long-term Liabilities

Unity Trust Bank 20 year loan for building purchase (Effective from June 2020)	<u>275,134</u>
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Approval of the accounts

The financial statements were approved by the board of trustees on 16/3/2022

Sarah Hey (Trustee)

Early Years @ Lightcliffe

Notes to the accounts

for the year ended 31 August 2021

1 Accounting policies

Basis of accounting

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Early Years @ Lightcliffe
Notes to the accounts continued
for the year ended 31 August 2021

2 Grants	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
CMBC - Family Services	-	94,359	94,359	75,714
HMRC - Coronavirus Job Retention Scheme	-	3,525	3,525	9,237
Tesco Bags of Help COVID-19 Communities Fur	-	-	-	500
CMBC - Small Business Grant Fund	5,000	-	5,000	5,000
	<u>5,000</u>	<u>97,884</u>	<u>102,884</u>	<u>90,451</u>

3 Staff costs and numbers	2021 £	2020 £
Gross salaries	114,986	98,367
Social security costs	5,016	3,706
Employment allowance	(4,553)	(2,941)
Pensions	1,665	1,441
	<u>117,114</u>	<u>100,573</u>

The average number employees during the year was 10(2020:10). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2021 £	2020 £
Costs of the scheme to the charity for the year	1,665	1,441
Amount of any contributions outstanding at the year end	329	287

4 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Balance c/f £
CMBC - Early Education Funding	12,603	91,236	85,884	17,955
Tesco Bags of Help COVID-19 Communities Fur	307	-	307	-
HMRC - Coronavirus Job Retention Scheme	-	3,525	3,525	-
CMBC - Inclusion Funding	-	3,123	3,123	-
Fundraising - roof	-	451	451	-
	<u>12,910</u>	<u>98,335</u>	<u>93,290</u>	<u>17,955</u>

Fund name	Purpose of restriction
CMBC - Early Education Funding	For the supply of free early years provision for 2 to 4 year olds
Tesco Bags of Help COVID-19 Communities Fund	To purchase a Writers Retreat Shed and educational resources
HMRC - Coronavirus Job Retention Scheme	For staff who have been furloughed due to Covid-19
CMBC - Inclusion Funding	To support early years providers in meeting the needs of individual children with Special Educational Needs
Fundraising - roof	For roof repairs

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Notes to the accounts continued

for the year ended 31 August 2021

5 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

		2021 £	2020 £
Name of trustee	Legal authority		
Carly Durrans	Governing document	<u>1,026</u>	<u>1,011</u>

Carly is a parent member trustee and is paid for bookkeeping work.

No trustee received any other remuneration or benefit during this or the previous year.

Other transactions with trustees or related parties			2021 £	2020 £
Name of trustee or related party	Relationship to charity	Description of transaction		
Managed Water Services	Husband of a trustee works in the business	Legionella risk assessment and remedial works	<u>786</u>	<u>-</u>